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2014 RENEWAL INACTIVE LICENSE APPLICATION

(CORPORATIONS, PARTNERSHIPS AND LIMITED LIABILITY COMPANIES)

(Date Stamp)	OFFICE USE ONLY	Check No. _____
		Amount Paid _____

Review the information in the box below. If the information is incorrect,
please provide the correct information in the space below.

Mailing Address _____

City _____ County _____ State ____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax (_____) _____ E-mail Address _____

INSTRUCTIONS: Please type or print in ink all information. Facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The annual inactive license fee is \$100. Make check, cashier's check, certified check, or money payable to the Home Builders Licensure Board. ***Your fee must be paid before your application is processed.*** The deadline for renewal applications is November 30, 2013. A \$50.00 late fee must accompany any renewal application postmarked on or after December 1, 2013. **Your 2013 license expires December 31, 2013.**

NOTICE: Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. Your inactive license application must be filed prior to the date your current license expires. Inactive licenses must be renewed annually.

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SECTION 1: CITIZENS and ALIENS LAWFULLY PRESENT This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* §§ 31-13-7, 29, which provides that an alien's lawful presence in the United States may be verified through SAVE. This renewal application **will not** be processed until the **requested documentation** is received by the Board.

This section must be completed by the Designated Qualifying Representative.

☐ Yes ☐ No **1. Are you a citizen of the United States?**

If **"YES,"** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

If **"NO,"** see question 2, below.

- 1) Driver's License or Nondriver's Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person's name and United States birthplace
- 12) Official United States military record of service showing the applicant's place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

☐ Yes ☐ No **2. If you are *not* a citizen of the United States, are you an alien who is *lawfully present* in the United States?**

If **"YES,"** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver's license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- 4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

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• • • • • **REQUIRED** • • • • •
BOTH SECTIONS 2 AND 3 MUST BE SIGNED.

**SECTION 2: OATH AND RELEASE FOR DESIGNATED
QUALIFYING REPRESENTATIVE (DQR)**

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the information provided and statements made on all applications for the applicant named herein and for which I have been the qualifying representative continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, and if granted an inactive license renewal by the Home Builders Licensure Board, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member or Manager)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member or Manager)

Social Security Number of Designated Qualifying Representative (DQR)

Provide Last 4 Digits: XXX - XX - _____
(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447,
Ala. Code § 30-3-1994 (1997 Cum. Supp.) to be used for the purposes described therein.)

Its: _____
Position Held

**SECTION 3: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR
LIMITED LIABILITY COMPANIES (L.L.C.)**

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; that the statements made on all applications continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if the applicant is granted an inactive license renewal by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

By: _____
Printed Name of Authorized General Partner, Officer, Member, or Manager

By: _____
Signature of Authorized General Partner, Officer, Member, or Manager

Its: _____
Position Held

BOTH SECTIONS 2 AND 3 MUST BE SIGNED.